



DEPARTMENT OF PERSONNEL

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MEMO PERD #09/02

March 1, 2002

TO: All Payroll Clerks
FROM: Jeanne Greene, Director
Department of Personnel
SUBJECT: DAYLIGHT SAVINGS TIME

Daylight Savings Time will begin on Sunday, April 7, 2002, at 2:00 a.m. Employees who are working a shift during this time will lose an hour of work.

As explained in NAC 284.220, Subsection 1:

"A nonexempt classified or unclassified employee who loses an hour of work during his scheduled shift because of a change of time to daylight savings time may elect to take an hour of annual leave, compensatory time or leave without pay with the approval of the appointing authority, or must be scheduled to work an additional hour."

Employees paid through Central Payroll should note in the explanation column of the timesheet if they are making up the additional hour. Do not code Regular Time (PRT) for this time.

If you have additional questions, please contact Central Payroll at (775) 687-4218.

JG:cp

cc: Department Directors/Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives